

AMERICORPS PROGRAM SEPARATION OF DUTIES WORKSHEET

List all program staff that have responsibility for any of the activities listed in the chart below.
Check the box next to each activity program staff are responsible for performing.

Name of Program _____

Date: _____

NAME / ACTIVITY TITLE	Name of Individual	Name of Individual	Name of Individual	Name of Individual
Approves Purchase Orders				
Prepares Requests for Funds				
Authorizes Disbursements				
Prepares Checks				
Signs Checks - Manual				
Signs Checks - Machine				
Custodian / Check Signing Device				
Custodian of Blank Checks				
Compare Checks With Vouchers				
Distribute Checks				
Post Disbursements				
Computes Cost Allocation				
Receive Cash				
Post Receipts				
Custodian of Petty Cash				
Petty Cash Replenishment				
Audits Petty Cash				
Audits Bank Reconciliations				
Maintains General Ledger				
Prepares Financial Reports				
Approves Financial Reports				